



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects

Division: Professional Registration

Sub-Section:

TITLE: Application for Enrollment in Training

CUTOFF: EOSFY

DESCRIPTION: Application for Enrollment in Training

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3410

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Application for Registration - completed

CUTOFF:

DESCRIPTION: Application for Registration - completed

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3409

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Application for Registration - That were revoked, surrendered, or incomplete

CUTOFF:

DESCRIPTION: Application for Registration - That were revoked, surrendered, or incomplete

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3413

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects

Division: Professional Registration

Sub-Section:

TITLE: Application for Registration - That were withdrawn, denied, or failed to meet requirements

CUTOFF:

DESCRIPTION: Application for Registration - That were withdrawn, denied, or failed to meet requirements

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3412

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Complaint File

CUTOFF:

DESCRIPTION: Complaints against registered and non-registered engineers, architects, etc.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3416

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Corporations Application File

CUTOFF: EOSFY

DESCRIPTION: Corporations Application File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3415

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects

Division: Professional Registration

Sub-Section:

TITLE: Directory and Roster of Registered Architects, Engineers and Land Surveyors

CUTOFF:

DESCRIPTION: Directory and Roster of Registered Architects, Engineers and Land Surveyors

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3420

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Disbursement Ledger

CUTOFF:

DESCRIPTION: Lists personal service, operations, equipment purchase and repair of expenses

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3428

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Docket Register Sheets

CUTOFF:

DESCRIPTION: Condensed history of each applicant by number and record of registration denial or renewal

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3418

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects

Division: Professional Registration

Sub-Section:

TITLE: Examination Folders

CUTOFF:

DESCRIPTION: Each folder holds the record of one examination, date it was held, number when appeared all correspondence in connection with the examination and master tabulation giving grade made by each examinee

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3417

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Expired Applications

CUTOFF:

DESCRIPTION: Expired Applications

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3414

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Index

CUTOFF: EOSFY

DESCRIPTION: Cards of registered, pending enrolled, and denied applications

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3419

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects

Division: Professional Registration

Sub-Section:

TITLE: Receipt and Deposit Ledger Books

CUTOFF:

DESCRIPTION: Receipt and Deposit Ledger Books

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3427

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Record of Bad Checks

CUTOFF:

DESCRIPTION: Record of Bad Checks

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3423

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Renewal Applications

CUTOFF:

DESCRIPTION: Renewal Applications

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3411

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration

Section: Missouri Board for Architects, Professional
Engineers, Professional Land Surveyors and Landscape
Architects

Division: Professional Registration

Sub-Section:

TITLE: Special Permits

CUTOFF:

DESCRIPTION: Record of individuals who have been granted special permits for a single
project

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3424

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001